

TO: Lewis & Clark College Alumni
FROM: Office of Alumni and Parent Programs
RE: L&C Network Directory

You have read a brief online description on use of the L&C Network Directory. We hope you will find the assistance and information now accessible to you useful.

Please remember that use of the alumni database is a privilege and all information is confidential and not to be distributed. Information is to be used only by you for your career decision-making, job search, or relocation purposes. It is NOT to be used for any solicitation purposes.

If you choose to contact any of these alumni, please do not ask them for employment. Rather, they may be able to provide you with some information on their career area, employer, graduate or professional education, community, and other appropriate networks. The office of Career Advising can give you handouts developed for networking. And, if for any reason, you would like to meet with a career advisor to discuss your career plans and how to best use the network to set goals and a timeline, please call them at 503.768.7114.

Following up with the alumni volunteer to thank them for their assistance is a definite must! A handwritten note is viewed as appropriate and personal. Or, you may choose to send a more formal, typed correspondence. However, when you are thanking members of the alumni association for the initial visit, please avoid use of email.

We appreciate your courtesy and consideration in the use of this information. Best of luck in your endeavors!

I understand the use of the L&C Network Directory. I will keep my username password protected.

Printed name	Signature	Date
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Email	Phone
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*Please return this signed document to the office of Alumni and Parent Programs:
Mail: 0615 SW Palatine Hill Road, MSC 77, Portland, OR 97219
Fax: 503-768-7920*